

NAME (Please print): _____ SSN: _____

To better serve you and the hiring agencies, please mark the following skills and abilities you have acquired.

- ☐ AIMS/AVATAR software
- ☐ Bilingual in _____ (specify language)
- ☐ Bookkeeping
- ☐ Budgeting process
- ☐ Databases (circle all that apply): Access, Slims, FileMaker, FoxPro, Paradox
- ☐ DEC All-in-One
- ☐ Desktop Publishing
- ☐ Gaming Control Board has a non-gaming provision as a condition of employment. Check this box only if you are willing to accept this provision.
- ☐ Legal office procedure
- ☐ Medicare/Medicaid
- ☐ Medical Office/records
- ☐ Medical Transcription
- ☐ Payroll
- ☐ Peachtree Accounting Software
- ☐ Personnel
- ☐ PowerPoint
- ☐ Public Presentations
- ☐ QuickBooks Accounting & Management Software
- ☐ Spreadsheets (circle all that apply): Excel, Lotus 1-2-3, QuatroPro, Lotus
- ☐ Shorthand/Speedwriting, etc.
- ☐ Sign Language
- ☐ Student Information System (for CCSN & UNLV)
- ☐ Supervision
- ☐ Ten Key by touch
- ☐ Transcription of minutes
- ☐ Training - formal
- ☐ Typing at 45 WPM or better
- ☐ Webpage maintenance and design
- ☐ Word Processing (circle all that apply): Word, WordPerfect

I declare the above information is true and correct. I understand this document will become part of my application for employment.

Signature: _____ Date: _____